



## SOLICITATION AMENDMENT

SOLICITATION NO: 5-112 Amendment No: One (1)  
Solicitation Due Date: March 29, 2004 3:00 P.M. MST

COMPRESSED FILE SYSTEM  
DEPARTMENT OF EDUCATION - HR / PAYROLL

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## PURCHASING SERVICES SECTION

Department of Administration  
100 North 15<sup>th</sup> Avenue, Suite 201  
Phoenix, Arizona 85007  
(602) 542-5630

Procurement Officer:  
Charles L. Guiggey

**A signed copy of this amendment must be received by the Purchasing Section by the Solicitation due date and time.** The Solicitation is amended as follows:

1. Refer to the attached Project Manager's Letter of Addendum #1 dated March 22, 2004.
2. **The Solicitation Due Date is extended from March 23, 2004 to March 29, 2004. The time shall remain at 3:00 P.M.**

**All other provisions of the solicitation shall remain in their entirety**

Vendor hereby acknowledges receipt and understanding of above amendment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Typed Name and Title \_\_\_\_\_

Company/Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

The above referenced Solicitation Amendment is hereby executed

this 22ND Day

of March of 2004  
at Phoenix, Arizona.

Charles L. Guiggey - Procurement Officer  
 Purchasing Services Section

**GENERAL INFORMATION**

**ADDENDUM NO. 1**

Wednesday March 22, 2004

Renovation to the Plan and Specification  
For A Compressed File System  
Department of Education  
1535 W. Jefferson Avenue, 4<sup>th</sup> Floor  
Phoenix, Arizona 85007

Solicitation No. 5-112  
Requisition No. 27353

**TO ALL BIDDERS:**

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the contract documents. The bidder shall indicate receipt of this Addendum on the Proposal Form. Each prime bidder is responsible for distribution of information conveyed by this addendum to its sub bidders and suppliers.

This addendum contains one (1) attached Drawing.

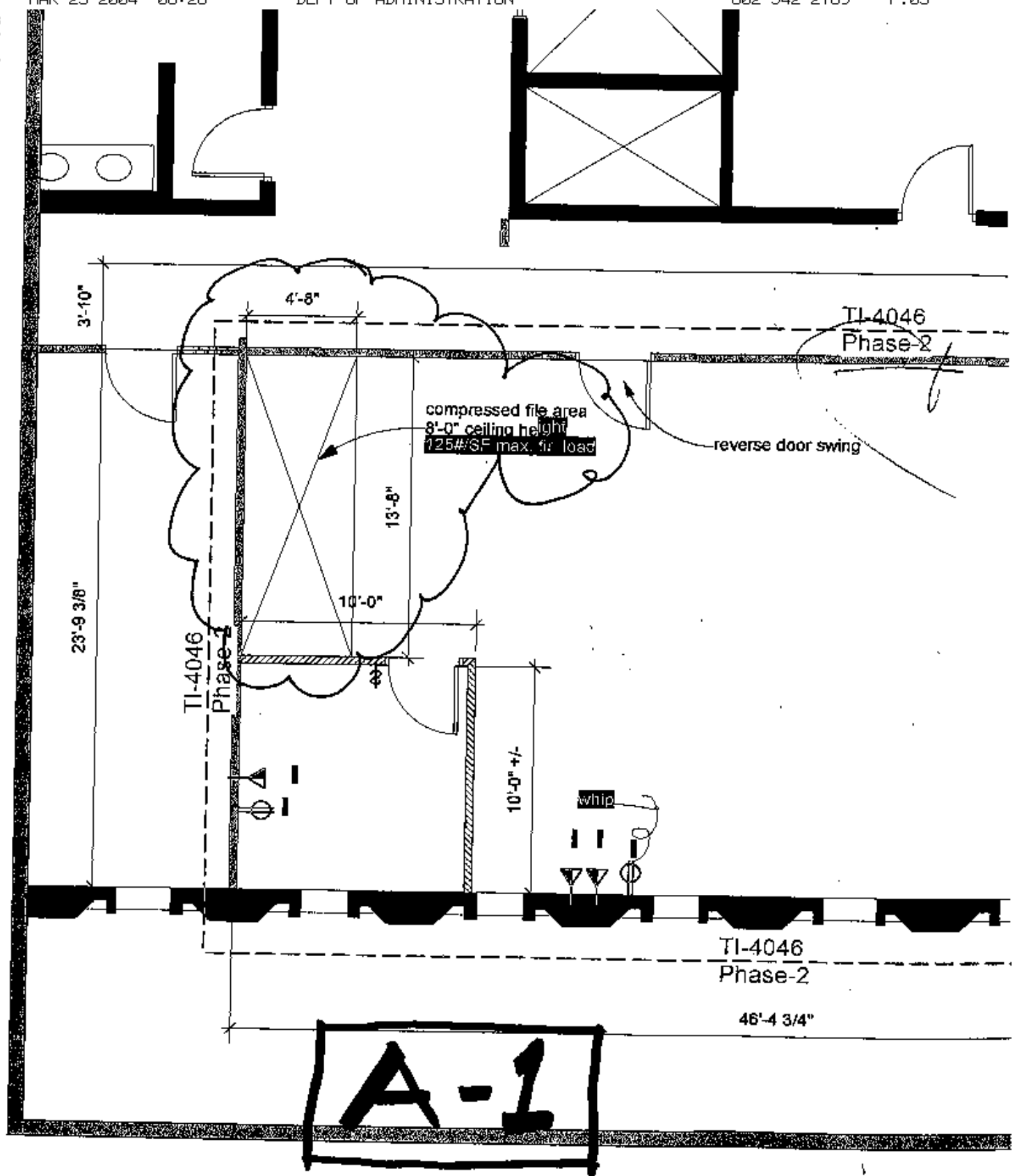
**CONCERNED DRAWING**

1. Drawing A-1: This sheet shows the revised available area dimensions as per the site visit on March 16, 2004.

**GENERAL INFORMATION**

1. Ramp – a ramp is required and to be ADA approved.
2. Shelf stops – on double sided shelving, this is to be center stops, back stops on single sided shelving.
3. Dividers – There are to be three (3) dividers per shelf provided by successful bidder.
4. Reference Shelving – none required.
5. Steel Gage – steel to be 22 gage or less.
6. Top Shelf – required.
7. Number of shelves – six (6) plus top shelf.
8. Reinforcement – there are to be no less than two (2) reinforcements per shelf.
9. Completion Date – no later than May 14, 2004.

END OF ADDENDUM No. 1





## REQUEST FOR QUOTATION

**QUOTATIONS WILL BE RECEIVED UNTIL: 3:00 P.M. M.S.T.**

**MARCH 23, 2004**

**SOLICITATION NO: 5-112**

## COMPRESSED FILE SYSTEM

**DEPARTMENT OF EDUCATION - HR / PAYROLL**

**PURCHASING SERVICES  
SECTION**

Department of Administration  
100 North 15<sup>th</sup> Avenue  
Phoenix, Arizona 85007  
Charles L. Guiggey  
Procurement Officer  
602-542-5630

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**THIS IS NOT A PURCHASE ORDER**

The terms and conditions on the reverse side of this form should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, and taxes if applicable. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the Buyer's name and the RFQ number on the outside of the return envelope.

<b>DELIVERY LOCATION: SEE BELOW</b>						<b>BUYER: Charles L. Guiggey</b>					
<b>VENDOR QUOTATION</b>											
<b>Item</b>	<b>Description of Material, Service or Construction</b>							<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Price</b>
	<p><b><u>Project Location:</u></b></p> <p><b>ARIZONA DEPARTMENT OF EDUCATION 1535 WEST JEFFERSON – 4<sup>TH</sup> FLOOR PHOENIX, ARIZONA 85007</b></p> <p>The Purpose of this Request For Quotation Is to provide all labor, materials, equipment and services as required to furnish and install a Compressed File System at the Arizona Department Of Education – Human Resources/Payroll Unit, 1535 West Jefferson, 4<sup>th</sup> Floor, Phoenix, Arizona 85007 in accordance with Specifications developed by ADOA-GSD Building and Planning Services.</p> <p style="text-align: center;"><b>PRE-OFFER CONFERENCE</b></p> <div style="display: flex; justify-content: space-between;"> <span><b><u>March 16, 2004</u></b> Date</span> <span><b><u>10:00 A.M. MST</u></b> Time</span> </div> <p><b><u>LOCATION:</u> ARIZONA DEPARTMENT OF ADMINISTRATION ADOA-PURCHASING SERVICES 100 NORTH 15<sup>TH</sup> AVENUE – SUITE 201 PHOENIX, ARIZONA 85007</b></p> <p>The bidder proposes to furnish all labor, materials, equipment, and services to perform all work necessary in accordance with the Terms and Conditions, Scope of Work, and Specifications <u>and Page 5, Price Sheet as contained in this Solicitation.</u></p>										
<b>THIS SECTION MUST BE COMPLETED BY VENDOR</b>											
Delivery shall be made _____ calendar days after receipt of order. Payment Terms: _____											
Company Name				Address				City	State	ZIP Code	Phone Number

Signature

Date \_\_\_\_\_

Typed Name and Title

**INSTRUCTIONS TO BIDDERS  
AND  
TERMS AND CONDITIONS**

1. **SUBMISSION:** Quotations shall be signed where applicable and received as designated on the reverse side of this form no later than as indicated.
2. **OPENING:** This is an informal quotation which will not be read at a public opening: however, the information may be publicly reviewed after an award.
3. **STANDARD PROVISIONS:** The State of Arizona's Instructions to Bidders (SPO Form 201) and Standard Terms and Conditions (SPO Form 202), where applicable, are a part of this document as if fully set forth herein. Copies of these documents are available from the Arizona State Purchasing Office.
4. **TAXES:** The State of Arizona is exempt from Federal Excise Tax, including Federal Transportation Tax. Sales Tax, if any, shall be included in the lump sum price.
5. **BID REJECTION:** The State reserves the right to reject any, or all, bids, combinations of items, or lot, and to waive defects or informalities.
6. **BRAND NAMES:** Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid which proposes like quality, design or performance will be considered. If the description of your offer differs in any way, you must give a complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request for Quotation.
7. **ERASURES:** Erasures, interlineations or other modifications must be initialed by the individual signing the Request for Quotation.
8. **UNIT PRICE:** In case of error in the extension prices in the Quotation the unit price will govern. No Quotation shall be altered, amended or withdrawn after the specific date and time for receiving Quotations. Negligence by the Vendor in preparing the Quotation confers no right for the withdrawal of the Quotation after it has been opened.
9. **PAYMENT:** The State will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any bid that requires payment in less than thirty (30) calendar days shall not be considered.
10. **PAYMENT DISCOUNT:** Payment discount periods will be computed from the date of receipt of materials or services or correct invoice, whichever is later, to the date State's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the State shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.
11. **ARIZONA PROCUREMENT CODE:** The Arizona Procurement Code (A.R.S. Title 41, chapter 23) and its Rules and Regulations (A.C.R.R. Title 2, Chapter 7), are made a part of this document as if fully set forth herein. Note A.R.S. Title 41, Chapter 23 is available at most public libraries. A.C.R.R. Title 2, Chapter 7 may be purchased from the Arizona Secretary of State and both are available for review at the Arizona State Purchasing Office.

**INTRODUCTION****PURCHASING SERVICES SECTION**

Department of Administration  
15 North 15<sup>th</sup> Avenue, Suite 201  
Phoenix, Arizona 85007  
(602) 542-5630

Charles L. Guiggey, Procurement Officer

**SOLICITATION NO: 5-112****COMPRESSED FILE SYSTEM**

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**DEPARTMENT OF EDUCATION - HR / PAYROLL**

The State of Arizona plans to enter into a Contract to furnish and install a Compressed File System at the Department Of Education - Human Resources/Payroll Unit, 1535 West Jefferson, 4<sup>th</sup> Floor, Phoenix, Arizona 85007 in accordance with Specifications developed by ADOA-GSD Building and Planning Services.

**TIME OF COMPLETION:** The General Contractor's work shall be totally and finally complete On or before May 7, 2004.

**SOLICITATION REQUIREMENTS:** Bonding will not be required.

A complete bid package, Pages 1 through 20 with specifications can be obtained at no charge by:

1. Vendor pick-up at ADOA Purchasing Services, 100 North 15<sup>th</sup> Avenue, Suite 201, Phoenix, Arizona 85007 between the hours of 8:00 am. & 4:30 pm. MST.
2. Phone request; By calling Purchasing Services office at 542-5676 between the hours listed above and requesting bid number 5-112. Bid package will be mailed to requesting companies. If requesting bid documents via Overnight or Express mail, offeror shall forward their account number as part of the request.

Bids will be received until 3:00 P.M. MST, March 23, 2004 by Charles Guiggey, Procurement Officer, Arizona Department of Administration, Purchasing Services, 100 North 15<sup>th</sup> Avenue, Suite 201, Phoenix Arizona 85007. Bids received after this date and time will not be considered.

**\*\*\* NOTE \*\*\*****REQUIRED BID SUBMITTAL DOCUMENTS****⇒ PAGE 1 - COMPLETED & SIGNED AT BOTTOM****⇒ PAGE 5 - COMPLETE PRICE INFORMATION & COMPANY NAME AT BOTTOM**

Acceptable methods of bid submissions are as follows; Hand delivered, Mail, or Facsimile. If hand delivered or mailed, Offeror must submit bid in a sealed envelope with Bid No. 5-112 clearly marked on the outside of said envelope. If responding by facsimile, Offeror must fax bid to [602-364-4640] to the attention of Charles Guiggey. Facsimiles not sent to the above destination on or before the Time and Date specified for bid closing will not be considered.

The State reserves the right to waive any material defect or informality; or reject any and/or all bids, or portions thereof, or re-issue the solicitation.

The State Purchasing Services Department encourages substitute products with low or no-content of reactive organic compounds. Substitution requests shall be submitted to the Purchasing Officer cited herein.